

Draft Minutes

TOWN OF GUILFORD
Parks and Recreation Commission
Minutes – 9th July, 2012

A regular meeting of the Parks and Recreation Commission was held on Monday 9th July, 2012 at 7:00p.m. in the Guilford Community Center with Chairman Ralph Schipani presiding.

Present: Theresa Bryant, Rose Dostert, John Jagielski, Barbara Pine, Sue Robins, Ralph Schipani and Judy Sullivan. Also present Director Rick Maynard. Excused: Jenny Carrillo and Suzanne McDermott.

The meeting was called to order at 7:07p.m. Mr. Schipani welcomed newly appointed Commission member John Jagielski. He added that newly appointed member Suzanne McDermott was unable to attend tonight's meeting.

Public Forum: There were no members of the public present.

DIRECTOR'S REPORT

Met at Daniel Avenue Beach several times with other town staff re improving access from Mulberry Point Road, PZC denied CAM application; Fireworks – did promo on GCTV with fundraising volunteers, scheduled meeting with Police/Fire Departments; Long Hill Park drainage – met with IWC, SFC and Larry Marcik, IWC granted approval; Met with FEMA rep and Finance Director re Jacobs Beach damage/repairs from Storm Irene; attended the following meetings: Fields Committee, Department Heads, Safety Committee; Jacobs Beach Project – met with architect, landscape designer, several Commission members and Recreation Supervisor to discuss priorities/budget, also reviewed surveys of the property; met with John's Refuse and Parks Foreman re trash removal contract and expectations; worked at Summer Sizzler – 200-300 people; scheduled groups on fields; had conference call with National Park Service and CT Forest & Park Service re Chittenden boardwalk, meeting on site 7/12/12; met with First Selectman and Barbara Pine re purchase of beach cleaner machine, First Selectman recommended to include this in fall budget process; met at GHS with Milone & McBroom representative and Parks Foreman re field layout/irrigation.

STAFF REPORTS

A. Seniors Program Coordinator (written): Program Highlights: Strawberry Festival picnic at Jacobs Beach; Learn to Play Bridge program; GHS Showcase with Dance Team and Voices – dinner at CC; Senior Concert at Baldwin Middle School; Blood pressure clinic; Senior Chorus performing at Madison House; Father's Day lunch; Cooking demonstration at The

A. Seniors Program Coordinator: (continued)

Gables; Summer Solstice picnic; Movie and a muffin to get out of the heat; Birthday Lunch with guest speaker Lt. Jimmy Perez of Fairfield re Fraud Protection for Seniors, sponsored by Triad.

Trips: Quebec trip; CT Sun basketball trip cancelled; Sleepy Hollow trip with SILL; Animals as Partners trip; Foxwoods trip to hear Ricci Martin – Dean Martin’s son; tour of Madison Senior Center with Ice Cream Social and entertainment by Brian Gille. **Meetings:** Triad meeting with Police Department/Chamber of Commerce; Budget and Social Committee meetings. **Meal Program:** Meals served at Community Center June 2012 – 552 (June 2011 – 597); Meals on Wheels for June 2012 – 2,014 (June 2011- 1,873). **Bus Program:** Total trips May 2012 – 277, Total Passengers May 2012 – 562.

B. Parks Foreman (written): Town Green – miscellaneous tasks for GHS graduation; completed spraying of fence lines/in field; all irrigation systems running; miscellaneous tasks for Soccerfest; tasks for Little League tournament – many compliments; aerated/seeded center third of Maturo field, HS4 & 5; completed late spring fertilization; inspected playscapes and installed new climber at Jacobs Beach; tasks for Camp; cleaned GHS track baskets; installed flower pots around the Green; Jacobs walkway – extended stone dust walkway to boardwalk; moved Show-mobile as needed; continued working on tractor/trucks specs.

CORRESPONDENCE**Forwarded:**

Email to Wendy North responding to her concerns regarding lack of management and erosion issues at Chaffinch Island Park.

Received:

Email dated 7/6/12 from Frank Andrews inquiring about the opportunity to sell food at the Guilford Fireworks event.

This item was added to the agenda under “Old Business, E. Fireworks” for discussion.

Approval of Minutes: Mrs. Dostert made a motion to accept the Minutes of 4th June, 2012. Ms. Robins seconded the motion and it was carried with 4 votes in favor. Ms. Bryant and Mr. Jagielski abstained since they were not present at the June meeting.

BILLS

MTD Actual is \$144,703.72. The Commission felt this figure was rather high so Ms. Pine made a motion to approve the bills as published with the stipulation that the Director verify this figure. Mrs. Dostert seconded the motion and it was carried unanimously.

OLD BUSINESS

A. Standing Fields Committee: Mr. Maynard reported that the Inland Wetlands Commission approved the drainage project. Approval will be sought from the Standing Building Committee on 7/11/12 and then the project will go out to bid. A meeting will be held on 7/16/12 with Youth Sports representatives to review the impact of this drainage project.

B. Jacobs Beach Project: Ms. Robins said the subcommittee had met several times and reduced the cost of the proposal by one-third. The architect will be creating 3-D drawings and then another meeting will be held on 8/6/12. Ms. Robins said the subcommittee recommended that the Commission should review the drawings and provide input. Ms. Bryant added that some of the items removed from the proposal included a second shade structure, a storage shed, and most of the lighting. The architect provided a new draft without these items @ \$812,000 (STEAP grant was for \$500,000). Ms. Bryant said it was her understanding that there were to be phases in the project and phase I would be for the first grant. She felt there should be a plan to use the money already received and do other items later on. Mr. Schipani agreed that phase I should be in the area of the approved grant. The Commission should itemize the project, determine the “must have’s” and “wants”, and then divide these into different phases. Ms. Pine said that some fund raising should be considered to speed up the project. Mr. Maynard stated that the architect had been hired to develop a design plan. Even if all the items could not be accomplished at once it was still useful to have the plan. Ms. Robins warned that with the STEAP grant everything listed in the plan had to be accomplished or else the funds would not be distributed. Ms. Bryant felt the architect’s help was needed to decide on the various phases. Mr. Maynard reported that the surveys had been done and the environmental assessment was underway. Mr. Schipani suggested a program on GCTV to kick off the fundraising effort.

C. Ken Mulvey Field: A ceremony to unveil the Mulvey sign will be held on 7/13/12. Mr. Maynard said he had alerted the newspapers to this event.

D. Policy on Private Use of Parks and Facilities: Mr. Maynard reminded the Commission that he had been asked to research this topic and circulated information on this. Mrs. Dostert asked if an actual policy would be developed. Mr. Maynard agreed to create a draft policy.

E. Fireworks: Mr. Maynard reported that including funds left over from last year, \$11,100 had been raised. He said the Boy Scouts would be selling American flags as a fundraiser at the

E. Fireworks: (continued)

event. Regarding the letter from Frank Andrews, Mr. Schipani said he assumed that he had the appropriate health certificate. He also said he would not want this to interfere with the vendor that the Department was already contracted with. Mr. Maynard noted that the Department would have to receive a percentage of the sales. Ms. Bryant felt charging a percentage would be difficult to prove. Mr. Jagielski agreed and said that most people preferred to pay a flat fee. Mr. Schipani recommended seeing what other towns did. He then made a motion to extend an offer to Frank Andrews to participate in the fireworks event, subject to him having all the necessary documentation, that he agree not to interfere with the pizza vendor, and that he pay a fee. Ms. Robins seconded the motion and it was carried unanimously. Ms. Pine noted that this vendor was available at the Town marina every day and suggested asking the Marina Commission what it charged for this.

F. Job Descriptions: Mr. Maynard reported that job descriptions had been received from the Human Resources Director and that staff was updating these.

NEW BUSINESS

A. Discuss Park Walk: Mrs. Sullivan expressed concern about the drop off at Lake Quonnapaug. Mr. Maynard said this would be blocked off and clearly delineated. Mr. Jagielski suggested having a second curb cut at Long Hill Park so there would be one way in and one way out. He added that the parking lot could be challenging when there were multiple events at the park. Mr. Maynard was asked to discuss this with the Chief of Police.

B. Skate Park Review: Ms. Pine said that it was almost a year since the Commission had discussed conducting a study of skate park usage. Mr. Maynard replied that there was a form which included information on usage. He said he had given this to maintenance staff but had not yet received a response. Program staff has also been asked to check on the park. Ms. Pine suggested the information be discussed at the September meeting. Mr. Jagielski said he had spoken to some park users who told him that some of the equipment had gone missing. Ms. Bryant asked if there were ideas on alternative uses. It was agreed that the early Sunday closing should be enforced.

C. Large Mower: Mr. Maynard reported that the large mower had caught fire and might have to be totaled but luckily no-one was hurt. He felt replacement costs would be covered by insurance. An interim mower may be borrowed for two weeks. The Department would have to go out to bid for a new mower, if necessary.

D. Jacobs Beach: Ms. Bryant suggested the Department purchase umbrellas and chairs and rent these out. Mr. Schipani recommended obtaining cost estimates for this and to discuss the proposal with staff. Ms. Pine then made a motion that if staff accepted the proposal then the

D. Jacobs Beach: (continued)

Department would move forward with a small startup program to purchase umbrellas and beach chairs for rental at a cost of up to \$500. Rental fee would be \$5.00 for each item. Ms. Robins seconded the motion and it was carried unanimously.

There being no further business to come before the Commission, the meeting was adjourned at 8:09p.m.

The next meeting of the Parks and Recreation Commission will be held on Monday 6th August, 2012 at 7:00p.m. in the Guilford Community Center.

Respectfully submitted,

Katharine Stewart
Recording Secretary